

Lilia Teninty

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**Number: APD-AR-16-081**

**Issue date: 12/2/2016**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Change in PSW Timesheet Submission & Review time line for December 1-15, 2016 Pay Period

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs             | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services   |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): CDDP Service Coordinators, Brokerage Personal Agents, Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Action required:** For the DD PSW pay period of Dec 1 – 15, 2016, the PSW timesheet submission and CME review by dates have been adjusted, as shown in the tables below.

**PSW Timesheet Submission Dates Adjustment:**

Pay Period Worked	Previous PSW Timesheet Submission Dates	NEW PSW Timesheet Submission Dates
<b>Dec 1 – 15, 2016</b> (and previous dates, if not yet paid)	Fri, Dec 16 <sup>th</sup> through <b>Tue, Dec 20<sup>th</sup></b> (3 business days)	<b>Fri, Dec 16<sup>th</sup> through Mon, Dec 19<sup>th</sup></b> (2 business days)

### CME Timesheet Review Dates Adjustment:

Pay Period Worked	Previous CME Timesheet Review Dates	NEW CME Timesheet Review Dates
<b>Dec 1 – 15, 2016</b> (and previous dates, if not yet paid)	Wed, Dec 21 <sup>st</sup> through <b>Fri, Dec 23<sup>rd</sup></b> (3 business days)	Tue, Dec 20 <sup>th</sup> through <b>Wed, Dec 21<sup>st</sup></b> (2 business days)

### eXPRS Claims Aggregation Cycle Date Adjustment:

Pay Period Worked	Previous Claims Aggregation Cycle Date	NEW Claims Aggregation Cycle Date	Paycheck Received Date
<b>Dec 1 – 15, 2016</b> (and previous dates, if not yet paid)	2:30am Sat, Dec 24 <sup>th</sup>	2:30am <b>Thur, Dec 22<sup>nd</sup></b>	by <b>Sat, Dec 31, 2016</b>

→ **PLEASE NOTE:** *The billing and timesheet submission/review timeline adjustments apply to the above dates only.* PSW submission and CME review timelines for all other pay periods, including those that will be processed by PPL in 2017 will remain the same. PSWs will have 3 business days after each pay period to enter their time worked in eXPRS and submit their timesheets to the authorizing CME. The authorizing CME will then have 3 business days to do their review and billing entry approval before the billings are aggregated into claims and sent to the FMAS vendor for payment.

**Reason for action:** In support of the FMAS payroll vendor transition from TNT FI to Public Partnerships LLC (PPL), to accommodate banking and state holidays in December 2016, **and** to ensure that TNT FI has sufficient time to process payroll for PSWs to receive their paychecks for December 1- 15, 2016 dates worked **before Dec 31, 2016**, the timelines for PSW timesheet submission and CME review require adjustment.

If PSW timesheets/progress notes are not submitted and reviewed according to the above listed new dates, PSWs will not receive a paycheck until after the FMAS payroll vendor transition in January.

**Please note:** all PSW payroll/paychecks processed and issued after January 1, 2017 will be completed by PPL, even if the payroll/paychecks processed are for dates/time worked in 2016.

For questions on or after 1/1/2017 regarding any payments processed by/received from TNT FI, please contact eXPRS Technical Triage at:

- Phone: 1 (844) 874-2788
- Email: [technical.triage@state.or.us](mailto:technical.triage@state.or.us)

Technical triage can then forward the questions/issues to the appropriate staff at ODDS.

For additional information about the transition from TNT FI to PPL as the state contracted PSW payroll vendor for DD PSWs please go to:

<http://www.publicpartnerships.com/programs/oregon/fmas/index.html>

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Jess Cline - FMAS Transition Project Lead Julie Harrison - FMAS Transition Project Communications Lead		
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